

~~CONFIDENTIAL~~

REQUEST FOR INCREASE IN TABLE OF ORGANIZATION

NOTE: Submit this form in original only.

FROM: Deputy Chief, Administrative Services

THIS DATE

25X1

19 February 1951

TO:

CLEARANCES:

DEPUTY DIRECTOR FOR ADMINISTRATION APPROVED DISAPPROVED

THROUGH:

Advisor for Management CONCUR NON-CONCURPersonnel Director CONCUR NON-CONCURComptroller CONCUR NON-CONCUR

Initials

It is requested that an increase in the present T/O of the Shipping Branch, Trans.
Div., Admin. Ser. Office be approved for one new positions. BRANCH, DIVISION OR
OFFICE NUMBER

The current status of the T/O for this organizational segment is as follows:

Present T/O - - - - -	<input type="checkbox"/>
On Duty - - - - -	<input type="checkbox"/>
In process and awaiting EOD - - - - -	<input type="checkbox"/>
Proposed (new T/O) - - - - -	<input type="checkbox"/>

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Funds (are) (not) available.

Degree of urgency: (Reference attached justification) Individual to fill this additional slot is required as soon as possible. See attached memorandum for justification.

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Deputy Chief, Administrative Services

SIGNATURE OF ASSISTANT DIRECTOR OR OFFICE CHIEF

(38)

~~CONFIDENTIAL~~FORM NO. 30-20
JAN 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 19 February 1951

FROM : Deputy Chief, Administrative Services

SUBJECT: Request for Additional Position in Shipping Branch

1. It is requested that the following position be added to the T/O for the Shipping Branch, Transportation Division, Administrative Services Office:

1 Clerk (Typing) GS-4

2. As a result of the expanding activities of the Agency during the past six months, the volume of work in the Shipping Branch has increased more than 100 per cent. This was brought about by the increase in the volume of supplies and equipment shipped to overseas activities and an increase in the volume of personal effects and household goods of employees being transferred to overseas assignments.

3. As of July, 1950, the Shipping Branch was handling between [redacted] of freight per month. At the present time, this weight has increased to between [redacted] per month, with a corresponding increase in the volume of paper work necessary for the securing of shipping space, etc.

4. The increased volume of personal effects and household goods to be shipped at government expense incident to change of official station has placed an additional burden on the Shipping Branch due to the various briefing conferences with the travelers which are necessary to work out various details of such shipments.

5. The Transportation Officer in charge of the Shipping Branch has heretofore been doing a lot of her own typing, but now finds that all of her time is taken up with other work in the office. Therefore, the addition of a clerk with typing ability is required to keep up with the volume of work.

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JOB NO. [redacted] BOX NO. [redacted] FLD NO. [redacted] DOC. NO. 9 NO CHANGE
 IN CLASS X/DECLASS/ [redacted] CLASS CHANGED TO: TS S C EET. JUST 02
 NEXT REV DATE 11/19/79 REV DATE 11/19/79 REVIEWER [redacted] E DOC. 02
 NO. PGS 1 CREATION DATE 10/10/78 ORG COMP 35 ORG OPI 32 ORG CLASS C
 REV CLASS C REV COORD. AUTH: HR 70-3

#145
2/27/51